**FACULTY OF DIPLOMACY AND SECURITY**

**Belgrade, Serbia**

**INSTRUCTIONS FOR AUTHORS**

 **Only previously unpublished papers are published**. Papers that have previously been partially exhibited at a scientific/professional meeting can also be accepted, where the authors are obliged to indicate this in an appropriate manner. Any attempt at plagiarism or self-plagia- rism is prohibited and punished (ban on publication of papers).

 Submitted papers (without the author's name) are sent for **review** by at least two re- viewers. Remarks and suggestions of editors and reviewers (without names of reviewers) are submitted to the author for the final design of the paper. The accepted paper, after professional and editorial processing, is sent to the author's reading before publication, to the corresponding author. Any corrections should be made within three days. At this stage, it is not possible to make more extensive changes, but only corrections of typographical and other minor errors. If the corrected text is not returned within the specified period, it will be considered that the author has no objections. Manuscripts of papers accepted for publication are not returned to the author. Accepted papers are published in the order determined by the Scientific Board at the proposal of the editor-in-chief.

**PAPER PREPARATION**

Papers are prepared in accordance with the APA (*APA - American Psychological Asso- ciation*) standard. The parts of the paper are: title, abstract with key words, text of the paper, lit- erature (reference list), appendices. Pages are numbered (in the lower right corner), starting with the title page.

Type the abstract (*Abstract*) and keywords (*Keywords*) without spacing (*Line Spacing: Single* - 1.0). The text should be written in *Times New Roman, Font Size* 12, with indented para- graphs (*First line*) 1.27 cm, spacing (Line spacing) 1.5 and margins Normal 2.5 cm. Volume of work 36,300 characters (about 16 pages). The scope does not include: name, surname, author's affiliation, article title, abstract, keywords, list of references, or notes in footnotes. When check- ing the number of characters, use: *Review/Word Count/Character*.

*Footnotes* in the form of notes are entered with the command Insert - Reference - Foot- note, and are written in *Times New Roman, Font Size* 10, *Line Spacing: Single* (1.0), aligned on the left and right margins, option *Justify*.

FRONT PAGE

In the upper left corner, the proposal of the category of paper is indicated. (Eg. Category of paper: ORIGINAL SCIENTIFIC WORK).

*The author's name and surname* are written in the middle, in small letters - *Bold, Font Size* 12. Scientific papers can have a maximum of three co-authors, although the Editorial Board encourages independent publication of papers. After each author's/co-author's last name, a footnote mark is placed, in which the associate/teaching/scientific title of the author/co-author (e.g. full professor), affiliation (e.g. Faculty of Security, University of Belgrade, Belgrade, Serbia), electronic address (e-mail) and year of birth for each of the authors/co-authors (eg "Born in 1968"). It is con- sidered that the first signed author is in charge of correspondence with the Editorial Office, and if this is not the case, in the footnote containing the e-mail address of the author in charge of corre- spondence, "for correspondence" and the mobile phone number should be indicated.

The **TITLE** is written in the middle, in capital letters - *Bold, Font Size* 14. The title of the paper should be short, clear and informative, without abbreviations, and correspond to the content of the paper. The footnote next to the title serves to indicate the name and number of the project within which the article was written (optional).

***Abstract*** (up to 200 words), written below the title in the middle in small letters - I*talic, Font Size* 12. The Abstract in Serbian and English, written in short and clear sentences, includes Intro- duction/Aim, Basic assumption of the research, Methods (research methods, basic procedures, sam- pling), Results (most important findings) and Conclusion. It is necessary to emphasize the new and significant aspects of the presented research. After the Abstract, written in a new line are:

*Keywords (Bold/Italic, Font Size* 12), and lists up to five terms, or phrases (*Normal, Font Size* 12). Since the papers are published bilingually, they do not contain a *Summary*.

TEXT OF THE PAPER

The text of the paper begins on a new page. It is desirable, but not mandatory, for sci- entific papers to be in a structured IMRD format that contains: Introduction/Aim of the con- ducted research, Presentation of the applied research methodology, Results, Discussion and Conclusions. In the case of scientific papers categorized as "Short communication", or as "Sci- entific criticism, polemics, reviews", structuring is not necessary.

Subheadings should be avoided, and if necessary, write them in the middle, without numbering - use the subtitle level option (*Heading* 1,2,3).

Tables, graphs, photos are inserted into the text itself. Drawings, maps, photographs, graphs and other illustrations are submitted in JPG or TIFF format, with a resolution greater than 300 x 300 dots per inch.

Tables should be simple and standard (*Word design*). Indents and alignments in tables must be done by automatic formatting, not by manually adding spaces. Above is the number and title of the table, and below is the source. Font size of title, source and text in tables: *Font Size* 11.

Original quotations in English (taken in the original from the quoted source) are **attached**.

CITATION AND REFERENCE TO OTHER PAPERS AND SOURCES IN THE TEXT

In accordance with the APA standard, citations and references are made exclusively within the text (*APA Citation Style - American Psychological Association*, https://apastyle.apa.org/style- grammar-guidelines/references/examples). The use of footnotes is allowed for the purpose of notes, in order to avoid burdening the text itself.

The quoted source is entered in the text as follows: *References>Style (APA)>Insert ci- tation>Add new source*. Select the type of source (book, article, etc.) and fill in the fields shown (author, title, year, city, publisher, etc.). After finishing the text, a Bibliography is created based on the entered sources: References>Style (APA)>Bibliography.

In the text, **all references**, including those in the Serbian language, **are given in Latin. Surnames** of Serbian authors are written using our diacritical marks in the Latin alphabet: č, ć, dž, đ, š, ž. The last name of the author, the year of publication of the work and, if necessary, the page from which something is quoted are indicated.

**NOTE**

Papers that do not comply with the given instructions will not be considered for publication in the journal. Papers should be sent in electronic form to the email address: institut@fdb.edu.rs

With the paper, it is necessary to attach the **Author's Statement. Papers and Authors’s Statement have to be sent at email:** **trust@fdb.edu.rs**